

Monthly Allergen Compliance Audit

Unit: _____

Date: _____

Name of Person _____

Completing Check: _____



Instructions -

Audit to be completed monthly to check compliance of allergen information throughout your unit

- Select and record 3 menu items to audit and complete Questions 1 – 3 based on these 3 menu items
- Complete questions 4 – 8 based on a walkthrough of your unit
- Calculate your venue compliance score based on your answers – units must achieve a score above 14
- Use the action plan at the bottom of audit to document any corrective actions that are required

Menu Items Selected			
1.			3.
2.			
Audit Questions	Fully Compliant (2)	Some Evidence of Compliance (1)	No Compliance (0)
1. Is there an Allergen Log Sheet for each of the menu items selected?			
<i>Guidance: Allergen Log Sheet should be correct for each of the 3 menu items selected and allergen log should have been reviewed / printed within the last month. All information available and correct = Fully Compliant</i>			
2. Is there a Recipe Specification for each of the menu items?			
<i>Guidance: Ensure there is a recipe specification for each of the 3 menu items selected for the audit, the recipe specification must identify if the recipe contains any of the 14 allergens. All information available and correct = Fully Compliant</i>			
3. Is the allergen information on the recipe specification and does it match the information on the Allergen Log Sheet?			
<i>Guidance: Check the information on the allergen logs against the information of the recipe specification to make sure the allergen information matches. Allergen information matches = Fully Compliant</i>			
4. Are the menu items made according to the menu specification and do the ingredients match to those on the specification?			
<i>Guidance: Observe the working practices of the chefs to make sure they are following the recipe specification and not adding potential allergens. All recipes being followed = Fully Compliant</i>			
5. Have all the allergen awareness materials been displayed in your unit as instructed in the manager's guide?			
<i>Guidance: Check the kitchen and front of house to ensure staff awareness posters and customer posters are displayed. All posters displayed and in good condition = Fully Compliant</i>			
6. Has the allergen folder been displayed and made available for customers to access without requesting it?			
<i>Guidance: Where possible the allergen folder should be displayed and available for customers to access. Where this is not possible i.e. hospitality ensure each restaurant / C&E buffet has its own allergen folder. Allergen folders available = Fully Compliant</i>			
7. Have all Allergen Food Safety Discussions been trained to team members based on their job roles?			
<i>Guidance: Check that all team members have attended the Food Safety Discussion relevant to their job role. Some job roles will be required attend more than one Food Safety Discussion. Training completed and recorded = Fully Compliant</i>			
8. Speak to 3 team members to check their understanding of the allergen processes and procedures. Are they all aware of these?			
<i>Guidance: All team members must be aware of the controls in place to manage allergens. All team members aware = Fully Compliant</i>			
Audit Total Score	/ 16		
Please note: If your score is below 14 you must forward the completed audit and detailed action plan to your Regional Manager and HSE Manager.			
Actions Required:	By Who	By When	Complete
Completed By:	Signature:		